

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

Solicitation Number: **25-921**Solicitation Title: **HVAC PREVENTATIVE MAINTENANCE & REPAIR SERVICES**Last Day to Ask Questions: **09/02/2025**CLOSING DATE: **09/23/2025** CLOSING TIME: 3:00 P.M. Eastern

Vendors shall complete and submit the requested information by the stated deadline; submissions received after this deadline shall be rejected.

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# **PURPOSE OF INVITATION TO BID**

Lake County, Florida invites sealed competitive bids to supply **HVAC PREVENTATIVE MAINTENANCE & REPAIR SERVICES**. This solicitation is a joint initiative between Lake County Board of County Commissioners (BCC) and the Lake County Water Authority (LCWA) and is posted exclusively on the official County website <https://lakecountyfl.gov/procurement-services>. Throughout this solicitation, the term COUNTY shall reference collectively to both the BCC and LCWA. Each entity will separately manage contract awards, issue its own purchase orders, require separate invoicing, process payments independently, and provide its own tax exemption documentation as applicable.

# **EXHIBITS**

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf) dated 5/6/21

Exhibit C1 – General Terms and Conditions for LCWA

Exhibit D –Sample Agreement

# **ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Combined Affidavit - Foreign Entities & Human Trafficking

Attachment 4 – Reference Form

# **POINT OF CONTACT**

Direct all inquiries to the Contracting Officer (official point of contact) listed:

Bill Ponko, CPPO, CPPB, Senior Contracting Officer

Telephone: 352-343-9839

E-mail: Bill.Ponko@LakeCountyFL.gov

# **PRE-BID CONFERENCE**

N/A

# **QUESTIONS, EXCEPTIONS, AND ADDENDA**

* 1. Vendors must examine all solicitation content including the [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf).
  2. All communication, inquiries, or requests for exceptions shall be directed to the Contracting Officer listed in this Solicitation.
  3. The last day for questions or requests for exceptions is **09/02/2025**.
  4. Responses, clarifications, modifications, or changes to the Solicitation shall be issued through official addenda to the Solicitation and posted on the [Formal Solicitations site (lakecountyfl.gov)](https://c.lakecountyfl.gov/offices/procurement_services/view_all_bids.aspx?mylakefl=True) for this Solicitation. Where there appears to be a conflict between Solicitation and any addenda, the last addendum issued will prevail.
  5. Vendors are solely responsible for ensuring receipt and acknowledgement of all addenda and any supporting documents. Failure to acknowledge each addendum may disqualify the submission from consideration. The original submission deadline remains fixed unless a change is expressly communicated via addendum.
  6. Process or procedure questions may be directed to the Contracting Officer at any time.

# **METHOD OF AWARD**

Submissions will be reviewed to determine both responsiveness and responsibility, based on the following considerations:

* 1. Compliance with all submission documentation requirements as specified in this Solicitation. (Responsiveness)
  2. The highest benefit to Lake County as it pertains to: (Responsibility)
     1. Total Cost;
     2. Delivery;
     3. Past Performance. Complete the Reference Attachment by providing at least three verifiable references for projects completed within five years similar in magnitude to the Solicitation. List no more than two Lake County Government projects.
     4. Compliance with all technical requirements as specified or implied in the Solicitation;
     5. Financial Stability: Be prepared to provide a current financial statement, preferably a certified audit of the most recent fiscal year, upon request.
     6. Any additional submittal requirements.
  3. Award will be made to the lowest responsive and responsible vendor(s) (no additional details).
  4. In accordance with Section 287.05701, Florida Statutes, the County will not request, nor consider, any documentation related to a vendor’s social, political, or ideological interests when determining vendor responsibility.
  5. County reserves the right to: make awards on the basis of lowest price by individual item, group of items, all item collectively, or a combination thereof; award to one or more vendors; reject any or all offers; waive any minor irregularities or technicalities in submitted responses.
  6. Submissions received prior to the stated closing date and time will be opened, recorded, and considered for evaluation. The names of the responding vendors will be read aloud and recorded at opening. Submittals will be available for public inspection at the Office of Procurement Services during normal business hours, either thirty (30) calendar days after the Solicitation due date or after recommendation of award, whichever occurs first.

# **DELIVERY AND SUBMITTAL REQUIREMENTS**

* 1. Hand-delivered submittals will not be accepted.
  2. Responses shall be submitted through the solicitation response portal to be considered – [Click Here for the Submission Portal.](https://procurement.lakecountyfl.gov/login)
  3. Responses submitted after the official due date and time will not be accepted.
  4. Submission constitutes a binding offer to the County and acceptance of all terms and conditions specified in this Solicitation. Do not alter the content or format of any form without the County’s permission. Ensure all information is legible.
  5. Submittal must include:
* Completed Attachment 1 – Submittal Form
  + Submittal must be signed by an individual authorized to legally bind the firm. If the signatory is not recorded as a corporate officer in the firm’s SunBiz registration, a memorandum of authority signed by an officer of the company must accompany the submission.
* Proof of [Sunbiz.org](https://dos.myflorida.com/sunbiz/) registration
* Completed W-9 form
* Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive
* Completed Attachment 2 – Pricing Sheet
* Completed Attachment 3 – Affidavit – Contracting with Foreign Countries of Concern
* Completed Reference Attachment
* Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements
* Any required Contractor licenses
* Descriptive literature.
  1. The County shall not be liable for any costs incurred in responding to this Solicitation including, but not limited to, expenses related to product or service demonstrations.
  2. Interested parties may listen to the 3:01 P.M. solicitation opening by calling 1-321-332-7400, Conference ID 971 920 36# or clicking on this link: [*Join Microsoft Teams Meeting*](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTc2MGM4YWYtYjcxYy00NjIxLTg3MjEtMzQzYTNiN2QyODQ1%40thread.v2/0?context=%7b%22Tid%22%3a%228499232e-a71a-45ed-aeca-64041089512e%22%2c%22Oid%22%3a%222b878da3-a65c-47a7-9def-0cf7f970014f%22%7d)
  3. County logos, trademarks, trade names, and copyrighted images (“Intellectual Property”) are the sole property of the County. This solicitation does not permit the use or display of any County Intellectual Property in Respondent proposals or submittals, including any attachments, except as expressly authorized in writing by County. Unauthorized use constitutes trademark and copyright infringement and is a violation subject to prosecution as a second-degree misdemeanor under Florida Statutes Section 165.043.

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